

Working 9 to 5

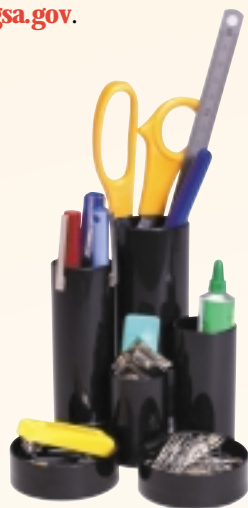


INTRODUCTION

Working 9 to 5?... flexitime?... alternate or compressed work schedules?... telecommuting?... whatever your work schedule may be, GSA has the product or service solution to support Federal professionals in today's workforce!



For more information on GSA's products and services visit our website at www.fss.gsa.gov.



OFFICE SOLUTIONS



Supply cabinet bare? Need new office furniture or equipment? How about that package you need to ship to your off-site meeting, conference, or convention? GSA can help! We have desktop supplies; office equipment, furniture, and appliances; and packaging and mailing supplies. In addition, we have audiovisual equipment and supplies for your presentation needs and awards and promotional materials for that special event.

Don't forget, GSA also has a service program which provides Federal agencies with desktop pickup and delivery of urgent letters and small packages when next business day or second business day delivery is needed. Coverage includes the continental United States, Alaska, Hawaii and Puerto Rico. Federal Express is the current contractor for this program which offers low rates, guaranteed next day delivery, and more! To set up your account, please call FedEx at (800) 645-9424.

INFORMATION TECHNOLOGY
SOLUTIONS

Need to upgrade your hardware or software or need to replace outdated equipment? How about some training in the latest technology? GSA offers the latest and greatest in computer technology, including cellular and paging products and services, as well as information technology training services such as: applications training, technology based training systems, simulation based systems training and many more! We also carry diskettes, compact discs, and other computer supplies.

FACILITY MANAGEMENT,
MAINTENANCE, AND
CONSTRUCTION SOLUTIONS

Manage a Federal facility or property? Well, GSA offers the following products that will help you get the job done!

Tools and Hardware; Wood and Metal Working Equipment; Construction and Facility Maintenance Supplies; Construction and Maintenance Vehicles and Equipment; Material Handling Equipment; Paints and Painting Supplies; Power Distribution Equipment; Furniture and

Furnishings; Cleaning Equipment and Supplies; Food Service Equipment and Supplies; Office and Household Appliances; Lawn and Garden Equipment; Recreational Equipment and Supplies; and, Water Treatment and Purification Systems.

LABORATORY AND
MEDICAL SOLUTIONS

If your occupation involves professional and scientific work in science or medicine—we've got the supplies for you! Everything from Laboratory Equipment, Supplies, and Services; Medical Furniture; Rescue Equipment; to Testing and Measuring Instruments and Accessories.

VEHICLES, VEHICULAR
PRODUCTS AND
LEASING SOLUTIONS

Does your agency need a new vehicle, including sedans, buses, trucks, truck tractors, trailers, or vans? Well, we can get it for you! In addition, we offer recreation and utility vehicles, automotive shop equipment and highway maintenance equipment, as well as vehicle leasing services.



For more information about GSA's products and services visit our website at www.fss.gsa.gov.

LAW ENFORCEMENT, FIREFIGHTING, AND
RESCUE SOLUTIONS

GSA to the rescue! With security issues being top concern in today's Federal community and the need for firefighting and rescue services, GSA offers many solutions for these environments including: Investigation and Security Equipment, Fire Suppression Equipment and Clothing; Rescue Equipment and Clothing; Scientific Instruments and Services; Power Supply Equipment and Services; Safety Clothing; Athletic and Outdoor Equipment and Training Devices and Services.

ENVIROMENTAL
SOLUTIONS

GSA offers products and services that meet or exceed energy efficient and recycled content criteria for Federal government purchasing. These products and services range from office, cleaning, furniture, paints and energy conservation products to material handling, environmental testing, and advisory services.

For more information about GSA's products and services visit our website at www.fss.gsa.gov.

MANAGEMENT SERVICE SOLUTIONS

Now, Time is on Your Side.

We live in a fast paced world with greater expectations demanding more of our time every second of the day. Federal agencies faced with budget cuts, workforce reductions, time restraints, and other challenges are looking for total solutions that will save them both time and money.

GSA Multiple Award Schedules offer you the opportunity to accomplish mission requirements, meet challenges and deliver total solutions with time and cost savings. You choose from a wide selection of qualified providers to deliver what you need, when you need it, at the right price!

**Time is Money!**

GSA's Management Services "Worldwide" Schedules can make all the difference!

Drowning in Mail?

Mail Management experts can rescue you!



In this world of decreasing budgets and increasing responsibilities, GSA Federal Supply Schedule 733 I, Mail Management Services, can deliver the administrative support you need in your day-to-day mailroom operations.

This Multiple Awards Schedule provides Federal agencies with a streamlined procurement device to acquire mail management services that comply with USPS regulations, policies and guidelines.

Drained on Energy?

Energy Management specialists have powerful solutions!



A powerful schedule, GSA Federal Supply Schedule 871 II, Energy Management Services, can help you meet your energy goals and requirements.

This Multiple Awards Schedule provides sources in energy conservation, energy management program support, energy audit services, or managing the procurement and use of natural gas/electricity/energy from renewable sources.

Lost for Words?

This is one valuable schedule that speaks for itself!



With the increase of today's global market, GSA Federal Supply Schedule 738 II, Translation and Interpretation Language Services, can eliminate language barriers to help you improve the performance, quality and efficiency of your operations.

This Multiple Awards Schedule provides verbal and non-verbal communications, on-site and one-on-one, in native languages and/or sign language.

Downsizing left you doing "more with less"?

Professionals stand ready to help!



Whenver your management need is to improve your mission, GSA Federal Supply Schedule 874, Management, Organizational and Business Improvement Services, is the place to go.

We have the experts to help you create a superior work environment by providing a cost-effective way to meet your needs without sacrificing quality. Get the best information on Government Performance and Results

MANAGEMENT SERVICE SOLUTIONS (CONT'D)

COMING SOON!

Act (GPRA), OMB Circular A-76 (outsourcing reviews), and the National Partnership for Reinventing Government pilot programs. This Multiple Awards Schedule offers a wide range of management and organizational effectiveness improvement services in consultation, facilitation, survey, training, support products, privatization support services and documentation, program integration and project management services, plus Alternative Dispute Resolution (ADR) support services.

Moving on Logistics?

Logistics specialists can handle it!



Logistics experts are on the move to help your agency procure comprehensive logistics solutions to enhance or replace existing operations and capabilities with our new GSA Federal Supply Schedule 874 V, Logistics Worldwide Services (LOGWORLD).

This Multiple Awards Schedule is designed to provide supply and value chain management, distribution and transportation services, and deployment logistics services.

Helping the Environment?

Environmental Advisors support your efforts!



We have the experts ready to help you with your environmental planning and documentation, compliance services, waste management, occupational training and more in our GSA Federal Supply Schedule 899, Environmental Advisory Services.

This Multiple Awards Schedule is where you can be sure you're in full compliance with all laws and regulations. Such laws may include the Clean Air and Water Acts; the National Environmental Protection Act (NEPA); the Resource Conservation and Recovery Act (RCRA); and, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

Federal agencies rely on the services of this schedule to solve their environmental issues quickly and easily in a cost-effective manner. These services are advisory and do not incorporate services for excavation of a hazardous waste site.

GSA Multiple Award Schedules can offer solutions to difficult issues confronting you today. Now, time is on your side! Visit on-line for more information: www.northwest.gsa.gov/fss/msc/ or call (800) 241-7246 (RAIN)

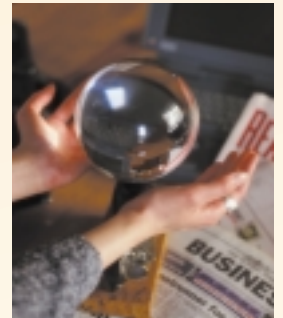


Mailroom Ergonomic Analysis Services

(Ergonomics – optimizes safety and efficiency in the workplace by matching it with the needs & capabilities of the worker)

Did you know that an ergonomically designed mailroom increases productivity and helps to reduce on the job injuries?

The Management Services Center is pleased to bring a new service to our Mail Management Services schedule! You can now use this Multiple Award Schedule to procure ergonomic analysis services for your mailroom!



Industry experts can determine how your agency can increase mailroom efficiency, productivity and safety by analyzing mailroom processes and optimizing your mailroom layout.

Write task orders to obtain:

- ⌚ Time and Motion Studies
- ⌚ Workflow Analyses
- ⌚ Productivity Studies
- ⌚ Site-specific Ergonomic Training
- ⌚ Space Planning
- ⌚ Process Equipment Assessments
- ⌚ Task Analyses
- ⌚ And more!

If you would like to learn more about this exciting new service, you can check out our web site at:

www.northwest.gsa.gov/fss/msc/ or e-mail us at: mgmt.services@gsa.gov

We can also be reached the old-fashioned way at: 1-800-241-7246 (RAIN)

PROFESSIONAL SERVICE SOLUTIONS

In addition to Management Services Solutions, GSA offers a host of other professional services such as:

Financial Services including auditing and financial management; business information systems; financial asset, and GSA SmartPay, the new way for government agencies to pay for commercial goods and services, as well as travel and fleet related expenses. GSA SmartPay cards work just like any other corporate credit card, and are accepted worldwide at the places you do business.

Engineering Services including strategic planning for technology programs and activities; concept development and requirements analysis; system design, engineering and integration; test and evaluation; integrated logistics support; and acquisition and life cycle management.

Marketing, Media, and Public Information Services including support in areas such as direct mail, commercial photography, commercial art and graphic design, market research, media analysis, press and public relations,

website design and maintenance, trade shows and exhibits, conferences and event planning service, and videotape and film production.

Travel Services including the airline city pair program, a GSA program developed to offer airfares at substantial discounts off comparable commercial fares. In addition to the tremendous price savings the program has many features which allow government travelers all the flexibility possible in planning official travel.

Transportation Services including our Government Employee Relocation Program which makes employee relocation easy. This program offers a multitude of flexible services to customize a solution that best meets your needs.

For more information about GSA's products and services visit our website at www.fss.gsa.gov.



Federal Supply Schedule 738 X Human Resources Management and EEO Services

MEET SOME OF GSA'S COMMERCIAL PARTNERS IN HUMAN RESOURCES & EEO SERVICES

Below are descriptions of three of the many highly qualified commercial partners available under Federal Supply Schedule 738 X. New contracts are being added constantly. Please check the Schedules E-Library at www.fss.gsa.gov for additional commercial partners.

Arthur Anderson, LLP

Arthur Andersen LLP is one of the world's leading providers of professional services to private and public sector clients. Founded in 1913, Arthur Andersen presently employs over 70,000 professionals worldwide. Their global practice is comprised of member firms in 381 locations, bringing together extensive technical competence, deep industry knowledge, and front-line experience applying innovative and progressive techniques to help their clients improve their business performance. Arthur Andersen established Office of Government Services in 1994 with the goal of importing relevant private-sector business solutions to public-sector clients. The Office of Government Services comprises more than 200 professionals providing a full range of management consulting services to Federal, state and local government clients. Human capital consulting is one of four major service offerings provided to clients. Within this offering, they help clients to realize the value of their most important asset – people. Service areas include:

- Human Capital Strategy, Structure, & Sourcing
- Workforce Planning
- Recruitment & Retention
- Position Management & Classification
- Performance Measurement & Management Systems
- Compensation & Benefits Strategy, Design, & Implementation
- Workforce Transition Services Including Outplacement
- Strategic Learning & Training
- Human Resource Function Reviews

The firm has the philosophy that “People are an asset to be valued, not a resource to be consumed.” This perspective is fundamental to how they help clients design and implement “people strategies.” With the investment in human capital often the largest capital investment an organization makes, they believe successful organizations in the 21st century will be those that recognize the value of people and implement effective human capital strategies to attain and maintain competitive advantage.

Arthur Andersen recently published *Delivering on the Promise: How to Attract, Manage & Retain Human Capital* and *The HR Director* in response to their clients' need to understand and integrate emerging human capital strategies into business practice. These resources outline the latest thinking in their firm and across our client base on key human capital challenges their clients will face as they move into the 21st century.

For more information contact:

Arthur Anderson, LLP
Suite 901
1150 17th Street, NW
Washington, DC 20036
Contact: Molly Gimmel
Phone (202) 481-3621
Contract #GS-15F-0056K

Gene Rouleau & Associates, Inc.

Gene Rouleau & Associates, Inc., is a business consulting firm that specializes in Federal personnel services. Its founders and many of its senior associates are retired executives and key staff members of the U.S. Office of Personnel Management (OPM).

The firm has employees in 10 states, and offers on-site and off-site services for Pre-Employment screening, Position Classification, Recruitment and Internal Placement, Workforce Planning, Outplacement, Review and Integration Services, a full range of Employee Assistance, EEO Training and Consulting (Off-the-Shelf & Customized), Alternative Dispute Resolution (ADR) and Final Agency Decision (FAD) in discrimination complaints and other Human Resource matters.

They also offer Re-Engineering Services that range from tune-ups to complete overhauls, all available through Schedule 738X. In 1998, Gene Rouleau & Associates, Inc., assisted a Federal hospital in winning its department's top quality award in competition with 170 hospitals.

Federal Supply Schedule 738 X Human Resources Management and EEO Services

WHERE TO GO WORLDWIDE FOR COMPLETE HUMAN RESOURCES AND EEO ASSISTANCE

You have human resources and EEO needs? We have the answers and solutions.

Without doubt, few departments or management functions have felt the impact from government reorganization more than Human Resources (HR). At the same time that HR managers are assisting in reorganization for other agency departments, they are forced to handle ever-increasing workloads despite a continued decline in their own staff. In addition, rapid change due to The Government Performance and Results Act of 1993, which required agencies to improve their accountability for resources, including human resources, has created a desperate need for a convenient, cost effective source to provide complete services for all aspects of the HR and EEO processes including — but not limited to — administration, management and consulting functions. This includes assisting management, operating programs, and carrying out activities prescribed by law, executive order,

OMB Circulars, OPM regulations, and department and agency policies and regulations.

GSA's Federal Supply Schedule 738 X is a world class new source for human resources assistance solutions where HR management will find excellence and value in all important phases of the functions. Listed below are the Special Item Numbers (SINs) for your agency's most valuable resources, its human resources. It includes Human Resources General Support, Human Resources Review and Integration Services, Management of Workman's Compensation Claims, and a myriad of enhanced EEO Services.

During these times of change when work overloads could result in costly delays, or simply to gain access to these cost effective services adding value to your agency's mission, it will be most beneficial to your agency's HR and/or EEO departments, to receive a photocopy of this article.

HUMAN RESOURCES SERVICES

- ☐ SIN 595-21 – General Support Services – Planning; recruitment and internal placement; pre-employment screening; position classification; personnel actions; training; employee assistance; employee relations; and outplacement.
- ☐ SIN 595-23 – Review and Integration Services – Function review of the human resources department and other offices relating to the implementation function outsourced; Integrator shall act as program manager to connect/integrate the various functions performed by multiple contractors.
- ☐ SIN 595-24 – Workers' Compensation.

ENHANCED EQUAL EMPLOYMENT OPPORTUNITY SERVICES

Investigation of complaints and reports of investigation

- ☐ SIN 595-1 – Individual Complaints With One (1) Issue.
- ☐ SIN 595-2 – Additional issue for either individual complaint or individual continuing violation.
- ☐ SIN 595-3 – Individual complaint - continuing violation.
- ☐ SIN 595-5 – Consolidated complaint with one issue.
- ☐ SIN 595-6 – Consolidated case - per additional issue – Additional issue for either consolidated complaint or consolidated continuing violation.
- ☐ SIN 595-7 – Consolidated case - continuing violation – This service obtains reports of investigation in conformance with the standards established by the Equal Employment Opportunity Commission (EEOC) in accordance with 29 C. F. R. Part 1614.504 and EEOC Management Directive (MD) -110 and any subsequent law.
- ☐ SIN 595-9 – Additional copies of investigation report – This service is for additional copies of reports inclusive of all materials and delivery cost.
- ☐ SIN 595-18 – On-line reporting system (optional).

WHERE TO GO WORLDWIDE FOR COMPLETE HUMAN RESOURCES AND EEO ASSISTANCE

Preparation of an analysis and recommended FAD in discrimination complaints

- ☐ SIN 595-4 – Individual Case - Recommended Final Agency Decision – Individual complaint-preparation of case analysis or findings, conclusion and recommendation, any number of issues.
- ☐ SIN 595-8 – Consolidated case – recommended final agency decision – Consolidated complaint-preparation of case analysis or findings, conclusion and recommendation, any number of issues.
- ☐ SIN 595-10 – Inquiry, Resolution Attempts and the Preparation of an Analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance with Settlement Agreements or Final Agency Decision – This service provides an avenue to aggrieved individuals who allege noncompliance with the settlement agreement in accordance with 29 C.F.R. Part 1614 and EEOC Management Directive (MD)-110.
- ☐ Resolution attempt and report of inquiry regarding notices of intent to sue under age discrimination in Employment Act of 1967, as amended.
- ☐ SIN 595-11 – Resolution Attempt & Report of Inquiry Regarding Notices of Intent to Sue Under ADEA-Individual Case.
- ☐ SIN 595-12 – This service provides inquiry and resolution attempt regarding aggrieved employees or applicants for employment who believe they have been discriminated against on the basis of age and have chosen to bypass the administrative complaint processing system.

Alternative Dispute Resolution (ADR)

- ☐ SIN 595-13 – This service is to provide trained ADR professionals to attempt resolution of allegations of discrimination in accordance with Administrative Dispute Resolution Act of 1996.

Reference Materials

- ☐ SIN 595-14 – This service secures a variety of reference materials relating to EEO programs to ensure that employees, supervisors and managers are aware of the policy of the Government to provide equal opportunity in employment for all persons.

EEO Training and Consulting

- ☐ SIN 595-15 – This service involves the delivery of EEO customized and off-the-shelf training and consultant services for the instruction and development of EEO training courses for all employees supervisors, managers, team leaders and others.

EEO Counseling – Individual and Case Complaint

- ☐ SIN 595-16 – This service provides counseling for aggrieved employees or applicants for employment who believe they have been discriminated against in accordance with Title 29 C.F.R Part 1614 and EEOC Management Directive (MD) -110.

For additional details, visit our Schedules E-library at www.gsaAdvantage.GOV. Check our many world renown private sector contractors/partners. Truly the best in the business!

C O N T A C T

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Federal Supply Schedule 738 X Human Resources Management and EEO Services

MEET SOME OF GSA'S COMMERCIAL PARTNERS IN HUMAN RESOURCES & EEO SERVICES (CONT'D)

For more information contact:

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Silver Spring, MD 20904
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Phone (301) 989-9659
Fax (301) 989-9373
E-mail: carlos@generouleau.com
Website: www.generouleau.com
GSA Contract Number:
GS-22F-8084H

US Investigation Services, Inc.

US Investigations Services, Inc., (USIS) is the nation's largest private investigations services company with over 48 years of experience in conducting personnel security and related inquiries. Created by the privatization of the former Office of Federal Investigations, USIS became an employee-owned corporation on July 7, 1996.

During their first 3 years as a commercial enterprise, USIS experienced broad based growth. They have expanded both their customer base and product line and now provide a myriad of services such as a full range of EEO Investigation of Discrimination Complaints and Preparation of Reports of Investigation, Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Alternative Dispute Resolution (for any aspect of HR), EEO Training and Consulting, EEO Counseling – Individual and Class Complaint, personnel security investigations such as EEO, Workers' Compensation, internal fact-finding, extensive pre-employment Screening background investigations and a full range of employee relation services, all available through Schedule 738X.


USIS provides more public trust, national security, and suitability

background investigations for the Federal Government than all other such suppliers in the US combined. In FY 1999, USIS conducted over 404,000 investigations for 99 Federal departments and agencies. USIS also provides personnel security and fact finding investigative support to state and local governments, private sector clients, and several Fortune 500 companies.

For more information contact:

US Investigation Services, Inc.
1953 Gallows Road, Suite 810
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GSA Contract #GS-22F-9736H





Presidential Management Intern (PMI) Program

Background

The Presidential Management Intern (PMI) Program is designed to attract to Federal service outstanding men and women from a wide variety of academic disciplines. The objective of the PMI Program is to attract candidates who have a clear interest in and commitment to a career in the analysis and management of public policies and programs. Candidates must satisfy the following program criteria: have completed a graduate course of study at a college or university, received a nomination of the dean or academic program director, have successfully completed an Office of Personnel Management (OPM) -administered assessment process and been selected and appointed by an agency for 2 years.

Partnership with OPM/FAI

OPM is seeking to expand the framework of the PMI Program to include occupation specific developmental opportunities by partnering with major functions. The Clinger-Cohen Act requires the Federal Acquisition Institute (FAI) to facilitate interagency intern programs and assists agencies in identifying and recruiting highly qualified candidates for acquisition fields. The PMI Program fulfills both responsibilities. The purpose of the OPM/FAI partnership is to develop and include a procurement component to the PMI.

The objectives of the procurement component are to provide:

- A. for the recruitment of graduate level outstanding scholars with clear potential for future development leading to management positions.
- B. High visibility for a cadre of employees that represents the 21st Century procurement practitioner/business manager.

The procurement-specific training includes both classroom and rotational assignments.

Training

Training has always been considered a fundamental part of the PMI Program. The procurement component would ensure that the PMI receive at least 120 hours of acquisition related training each year of the internship. In addition to the acquisition training, interns would also receive training in "General Professional Skill Building. These courses would include: Creative Problem Solving, Effective Oral and Written expression, Managing the Influence Process and Team Building Skills.

Rotational Assignments

A rotation is a short-term developmental assignment that allows PMIs to gain a broader perspective of the Executive Branch of Government. By participat-

ing in rotations, PMIs can work in different procurement specialty areas, with some exposure to related occupational fields, or, learn about a program function from another perspective. Under the procurement component, the proposed rotations would be through acquisition policy and operational offices. The specific functional areas would be, Contract Planning/ Market Research, Contract Negotiation, Costs and Price Analysis and Contract Administration.

Individual Development Plan

The Individual Development Plan (IDP) serves as a valuable tool during the PMIs 2-year internship to set goals, to plan resources, and to gain and make commitments. FAI plans on using the IDP to ensure that all interns receive equal training and rotational assignments.

In summary, the Procurement Executives Council's (PEC) vision for Contract Specialists is that they be the government's business leaders of the future. FAI's partnership with OPM to develop a procurement specific curriculum will assist in realizing the PEC vision.

As stated in an earlier article, FAI staff always appreciates comments, questions, and reactions. Contact the FAI at <http://www.fai.gsa.gov/fai>.